



# **Clarke County Fire and Rescue**

## **Standard Operating Guideline**

John H. Enders VFD, Blue Ridge VFD, Boyce VFD, Clarke County Fire, EMS and Emergency Management

**Subject:** Passport Accountability System

**SOG:** 400.01

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**Category:** Fire – Passport Accountability

**Sub Category:**  
Accountability

**Approved by:** Fire and EMS Director, Boyce VFD Chief, Blue Ridge VFD Chief, John H. Enders VFD Chief

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## **Purpose**

The purpose of this document is to provide a guideline for the operation at incidents or situations that may arise during the course of an operation. Each member is expected to know, understand, and operate according to this guideline as each situation arises.

The PASSPORT Personnel Accountability System gives Incident Commanders a fast and efficient means to account for all fire/rescue personnel that are working within a geographic area, within the “hazard zone” of an incident.

Use of the system will provide enhanced personal safety for the individual firefighter, and will provide the Incident Command Organization staff an improved means to track and account for all personnel working in the hazard zone.

The hazard zone will be defined as any area that requires a SCBA or in which a firefighter is at risk of becoming lost, trapped, or injured by the environment of the structure. This would include entering a structure reported to be on fire, operating in close proximity to the structure during exterior operations, confined space or trench rescue, etc.

## **Definitions**

It is everyone’s responsibility to remain accountable for his/her actions on an incident scene. The following definitions have been adopted for use;

- CCFR – The Clarke County Fire-Rescue system consisting of the following departments; Boyce VFD, Blue Ridge VFD, John H. Enders VFD, and Clarke County Fire, EMS and Emergency Services
- Member – any persons, employee(s) or member(s) of the Clarke County Fire-Rescue System
- Hazard Zone – Any area within IDLH (Immediately, Dangerous to Life and Health) area around the incident scene

## **I. Scope**

This standard applies to members operating at an emergency incident. It was promulgated to provide a structured approach for tracking all members operating at an emergency scene.

## **II. Guidelines**

- A. The provisions of this standard shall be followed whenever members are required to work in an environment that requires the use of SCBA or where a member may become lost, trapped, or injured by the environment.
- B. Members operating in a hazardous environment as defined above shall maintain company or crew integrity and shall use the buddy system. This requires that:
  - 1. Company or crew members enter and exit the environment together.
  - 2. Members remain within sight, voice, or tactile distance of each other while they are within the environment. No one shall ever be left alone.
  - 3. Incident Commanders and group/sector officers shall not direct members to operate independently of their companies or crews.
  - 4. Task assignments shall be made through the company officer or crew leader.
- C. A company or crew may be divided into multiple teams to perform tasks that do not require the efforts of the entire company, provided that;
  - 1. Each team has a minimum of two members.
  - 2. Each team is equipped with a portable radio.
  - 3. The officer remains in contact with each team and is constantly aware of their locations.
  - 4. A given team enters and exits the hazardous environment together.
  - 5. On completion of an assigned task, the team leader reports to the company officer or crew leader for another assignment.

## **III. Accountability Equipment**

- A. Helmet identification tag: A thin panel that identifies the company or crew to which a member is assigned is attached to the front of the helmet by a self-adhesive fastener.
- B. Personnel accountability tag: A plastic tag that is engraved with the member's name and EMS level with coordinating colors;
  - a. White – Officer
  - b. Yellow – IDLH certified firefighter
  - c. Blue – EMS provider only
  - d. Red – Probationary member-non IDLH certified
- C. Members should place their personnel accountability tag (PAT tag) on the unit passport upon entering the unit for response or when staffing the unit. The members listed on the passport should be listed in this order;
  - a. Driver (upside down if staying with unit)
  - b. Officer
  - c. Lead Firefighter
  - d. Second Firefighter
  - e. Third Firefighter
  - f. Probationary Member (upside down if staying with driver)
- D. Each passport should be given to the incident commander upon arrival at the scene. If arriving prior to the establishment of incident command the passport should be placed on the driver side door.

- E. Makeup set: A minimum of five blank PAT tags, with markers for righting should be placed on each command level unit. In the event a member arrives on scene of the incident and does not have a PAT they are to put their first, and last name on a blank PAT tag and give it to the incident commander.

#### **IV. Roll Call**

- A. A roll call is a systematic method of reporting to command that all members operating at an incident are accounted for. It should be conducted periodically throughout an incident to ensure that all members are safe and accounted for.
- B. A roll call shall be conducted:
  - 1. When changing from an offensive to defensive mode.
  - 2. When an unexpected or catastrophic event occurs, for example in the case of flashover, backdraft or structural collapse.
  - 3. After an emergency evacuation
  - 4. At the first report that a member is missing
  - 5. When a fire is declared to be under control
  - 6. Prior to suspending the use of passports.
  - 7. At the discretion of Command. A localized report may be conducted by a group/sector officer.
- C. On receipt of an order to conduct a roll call:
  - 1. Company officers or crew leaders shall confirm that their personnel are accounted for and shall notify their group/sector officer.
  - 2. Group/Sector officers shall notify command when all the members under their span of control have been accounted for.
  - 3. The roll call is complete when everyone has been properly accounted for. This includes staff support assigned to a group/sector or to command.
  - 4. Dispatch shall follow dispatch procedures for notifying command when a roll call is needed (through the use of safety checks).
  - 5. Unless directed otherwise, operations will continue while the report is being taken.

#### **V. Lost or Trapped Member**

- A. In the event that one or more members cannot be accounted for, a roll call shall be requested immediately by the member or the officer who believes that member is missing.
- B. If a member cannot be accounted for during a roll call, he/she will be presumed lost until he/she can be accounted for.
- C. An attempted rescue will become the top priority at the incident and sufficient resources shall immediately be assigned to conduct the rescue effort.
- D. Command shall retrieve the passport from the missing member's company to identify the missing member.
- E. As soon as all members have been positively accounted for, the rescue effort shall be suspended.

#### **VI. Emergency Communications**

- A. The term *emergency* shall be used by anyone on the scene who needs to communicate an urgent message.
- B. The term *Mayday* shall be used by anyone on the scene who becomes aware of or is involved in a life-threatening situation.

## **VII. Emergency Communications**

- A. When it is unsafe to continue emergency operations, Command shall order a rapid and complete evacuation from the hazardous environment.
- B. An evacuation may be initiated by anyone at the incident, but the order to evacuate must be transmitted through the established chain of command to ensure that everyone can be accounted for.
- C. The order to evacuate shall be transmitted as follows “Attack Group to Command, emergency! Evacuate the building immediately!”
- D. Command shall immediately order everyone to evacuate the hazardous environment. Example: “Maple Street Command, emergency! All units evacuate the building immediately! Repeat, all units evacuate the building immediately!”
- E. All companies and each group/sector shall acknowledge the order to evacuate and report to command upon their exit from the building.
- F. Dispatch when hearing the announcement from Command shall sound the evacuation tones.
- G. Command shall conduct a roll call after everyone has exited the building to confirm all units accounted for.